

Summary of Changes

The *Employee and Labor Relations Manual*, Issue 33, constitutes a revision of ELM 32, which was published in August 2012. ELM 33 incorporates changes published in the *Postal Bulletin* through December 13, 2012.

How to Use the Summary of Changes

- Use this summary of changes to find out about changes published in the *Postal Bulletin* on December 13, 2012.
- Find the chapter, subchapter, part, section, or system of records in the first column and read across the other columns to find specific information about that revision.

This chapter, subchapter, part, or section...	titled...	was updated to...	in <i>Postal Bulletin</i> issue number...	with an issue date of ...
Chapter 4, Pay Administration				
450	Collection of Postal Debts From Nonbargaining Unit Employees by Salary Offset	include provisions for collection of postal debts from nonbargaining employees by salary offset.	22352	12-13-2012
460	Collection of Postal Debts From Bargaining Unit Employees by Salary Offset	include provisions for collection of postal debts from bargaining unit employees by salary offset.	22352	12-13-2012
470	Administrative Offsets for Former Postal Service Nonbargaining Unit Employees	add subchapter to include provisions for administrative offsets for former Postal Service nonbargaining unit employees.	22352	12-13-2012
480	Administrative Offsets for Former Postal Service Bargaining Unit Employees	add subchapter to include provisions for administrative offsets for former Postal Service bargaining unit employees.	22352	12-13-2012
490	Recognition and Awards	renumber.	22352	12-13-2012
Chapter 5, Employee Benefits				
510	Leave	Clarify that the Department of Labor's FMLA forms are provided for the employee's convenience, as they solicit all required information; however, employees may use another format as long as it provides complete and sufficient information as required by the FMLA.	22352	12-13-2012

This chapter, subchapter, part, or section...	titled...	was updated to...	in <i>Postal Bulletin</i> issue number...	with an issue date of ...
515.43	Authorized Hours	expand and clarify for full-time, part-time, and non-traditional full-time employees as well as employees who do not have normal weekly schedules.	22352	12-13-2012
515.52	Documentation	state that, if supporting documentation is requested, employees must provide it directly to the FMLA Office at the HRSSC within 15 days from the date they receive the request.	22352	12-13-2012